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~~CONFIDENTIAL~~

OFFICE OF TRAINING

SUPPORT STAFF

MISSION

The Chief, Support Staff, is charged with providing general administrative and support services for OTR Headquarters and domestic field training activities.

FUNCTIONS

The Chief, Support Staff, shall:

1. Serve as Executive Officer to the Director of Training.

2. Provide, in coordination with Agency components having primary responsibility, administrative service to OTR Headquarters elements in the general fields of personnel, budget and fiscal, supply, transportation, and reproduction.

3. Be responsible for registering and arranging for dissemination of OTR training material approved for publication.

25X1
25X1

4. Exercise Staff supervision over OTR [redacted] activities to ensure that such activities are carried out within the proper framework of Government, Agency, and OTR regulations and policies.

5. Provide library, audio and visual aids, and photographic services for all OTR components. Develop plans and projects and arrange facilities to meet long-range requirements of OTR for the production of motion pictures.

6. Provide for OTR compliance with the Security, Records Management, and Emergency Evacuation Programs of the Agency.

7. Issue OTR notices, including, when appropriate, notices having the effect of temporary regulations.

25 YEAR RE-REVIEW

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